



GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01 Budget Work Session - Social Services, MB, 7:30 PM Budget Work Session - Planning, MB, 8:30 PM, Community Grief Support Group	02 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC Community Relations Advisory Board, 7:30pm, SHP Prince George's County Council Budget Public Hearing, 7pm, CAB	03 Budget Work Session - Recreation, (SHL Rec Center), 7:30 PM, Board of Elections, 5pm, MB	04 Free Produce Distribution	05	06 Tree Planting & Soil Restoration Volunteer Event Greenbelt Animal Shelter Open House, 9am, Tree Planting & Soil Restoration Volunteer Event Contra Dance: Kappy Laning calling to Transatlantic Crossing
07 Women's Bicycle Social Ride Community Art Drop-In: Paper Flower Garden	08 Youth Advisory Committee, 5:30pm, CC Reception for ACE Student Awards, MB, 7:30 PM Regular Meeting/ ACE Student Awards, MB, 8PM Community Grief Support Group Prince George's County Council Budget Public Hearing, 7pm, CAB	09 Executive Session (Evaluation of City Manager), 7:30PM, MB	10 Advisory Planning Board, 7:30pm, CC Zero Waste Circle, 7:30pm, PW Budget Work Session - Recognition Groups, (CC), 7:00 PM, Caregiver Support Group	11 Forest Preserve Advisory Board, 6:30 pm, MB	12 Spring Skate Series	13 Green Man Festival Zero Waste Green Man Festival Zero Waste Donation Drop Off, 9am, MB Green Man Festival Zero Waste
14 Green Man Festival Zero Waste Green Man Festival Zero Waste Green Man Festival Zero Waste	15 Budget Work Session - Green Ridge House (Green Ridge House), 7:30PM, Community Grief Support Group	16	17 Budget Work Session - Final Budget Review- CC, 7:30 PM	18	19 Bike to Work Day 2017	20 Public Works Open House Celebration of Spring
21	22 CERT, 7:30pm, PD Interviews for Advisory Group, MB, 7:40 PM Regular Meeting/2nd Public Hearing/Constant Yield Tax Rate, MB, 8PM,	23 Advisory Committee on Education, 7pm, MB Advisory Committee on Trees, 7pm, PW Green ACES/Green Team, 7:30 pm, CC Police Community Relations Forum, 7pm, Greenbriar	24 Work Session - Citizens Animal Response Team, (CC), 8:30PM,	25 Forest Preserve Advisory Board, 7pm, MB	26	27 Greenbelt Animal Shelter Kitten Shower, 11am American Legion
28 Greenbelt Farmers Market, 10am, RC	29 City Holiday - Memorial Day - No Meeting Memorial Day Ceremony, 11am, Roosevelt Center	30 Senior Citizens Advisory Committee, 3:30pm, CC	31 Work Session - School Board Representative, (CC), 7:30 PM,	01	02	03



THE CITY OF

GREENBELT

MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

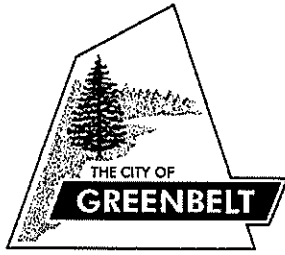
VISITING

I WANT TO...

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
				Ethics Commission, 3:30pm, MB (Library)	Greenbelt Police Explorers- Open House, 7pm, PS	National Trails Day Bioblitz Pet Expo/Block Party, 10am-2pm, Dog Park Rabies and Micro-Chip Clinic, 11am-2pm, Dog Park National Trails Day Bioblitz Skatepark 10th Anniversary Celebration, 11am, Skatepark Not For Seniors Only: Continuum of Care- What is the Next Step? Greenbelt Concert Band- Celebrating Greenbelt's 80th Anniversary
04	05	06	07	08	09	10
Greenbelt Farmers Market, 10am, RC Greenbelt Museum Roosevelt Ride and Grand Reopening Greenbelt Museum Roosevelt Ride, 11am, Museum Naturalization Ceremony, 12pm, CC Greenbelt Museum Grand Reopening, 1pm, Museum Artful Afternoon- Happy Birthday Greenbelt!	Regular Meeting/ Budget Adoption MB, 8 PM	Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	Work Session - Friends of Greenbelt Theatre (CC), 7:30PM	Forest Preserve Advisory Board, 7pm, MB		Chesapeake Bay Week Litter Cleanup Chesapeake Bay Week Litter Cleanup Chesapeake Bay Week Litter Cleanup
11	12	13	14	15	16	17
Greenbelt Farmers Market, 10am, RC	Work Session - Housing Affordability Study (tentative), MB, 8PM	Police Community Relations Forum, 7pm, CC	Work Session - Revisions for Code Chapter 4 (CC), 8PM			
18	19	20	21	22	23	24
Greenbelt Farmers Market, 10am, RC	Regular Meeting, MB, 8PM Recreation Master Plan Community Meeting, 7:30pm, Greenbriar	Green ACES/Green Team, 7:30 pm, CC Recreation Master Plan Community Meeting, 7:30pm, CC	Work Session - TBD (CC), 8PM Recreation Master Plan Community Meeting, 7:30pm, SHL	Forest Preserve Advisory Board, 7pm, MB		College Access Conference, 8am, UMD
25	26	27	28	29	30	01
MML Conference Greenbelt Farmers Market, 10am, RC	MML Conference	Advisory Committee on Education, 7pm, MB MML Conference	MML Conference			





City Manager's Report Week Ending May 26, 2017

1. Included separately in your envelope is the camp registration report.
2. Visited the Jones Family property in follow-up to a recent Council meeting request. This included discussion with Mr. and Mrs. Jones, along with Mr. Jim Sterling. Staff will be following up on several items shared.
3. Received a complaint from the Greenbelt Lake Dam project contractor regarding payment. The Contractor expressed concern that he was being discriminated. Staff has consulted legal counsel and will be working on enhanced communication.
4. The City received a draft Memorandum of Understanding for the School Resource Officer program on Tuesday, indicating that it was due on Friday, May 26. Unfortunately, the document was not accurate, reflecting a \$40,000 payment instead of \$80,000. Likewise, our legal counsel has not had the opportunity to review it. A request to submit this document on Tuesday has been made to the County.
5. The Greenbelt Theatre's monthly report is attached.
6. Staff is following up on contractual obligations for participation in the County and regional bike share program following a complaint from the County public works staff.
7. Attended Greenbelt Rotary Club meeting.
8. Asked Finance staff to compile a list of all agreements to understand current obligations, upcoming expiration dates, and plan for any needed renewals.
9. Attended the Community Relations Advisory Board Police Forum.
10. Consulted with legal counsel and staff regarding personnel matters and various contract issues.

11. Assistant City Manager
 - a. Served as Acting City Clerk
 - b. Coordinated logistics for CRAB Police-Community Forum
 - c. Worked on Peace Month publicity and scheduling
12. Information Technology
 - a. Attended I-Net Executive Committee meeting – Greenbelt
 - b. Demo SmartProcure solution for purchasing
 - c. Resolved system wide printing issue
13. Prepared for regular meeting and public hearing on May 22 and work sessions on May 24 and 31.

cc: Department Heads
David Moran, Assistant City Manager
Cindy Murray, City Clerk
Mary Johnson, Human Resources Officer
Karen Ruff, City Solicitor

Nicole Ard

From: Caitlin McGrath <caitlin@greenbelttheatre.org>
Sent: Friday, May 26, 2017 2:28 PM
To: Nicole Ard; Greg Varda
Subject: Monthly Report
Attachments: 2017-05-26 April Report.pdf

Dear Nicole,

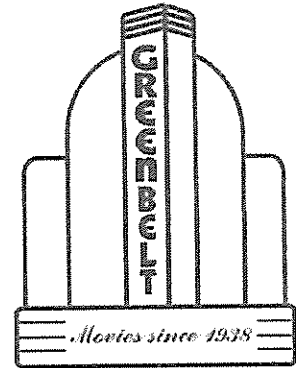
Please find attached our latest monthly report.

Thank you,
Caitlin

--

Caitlin McGrath, PhD
Executive Director
Old Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770
greenbelttheatre.org
301-329-2034 (theater)
301-456-5076 (work cell)

Friends of the Greenbelt Theatre Memo



To: City Council
Cc: Nicole Ard
From: Caitlin McGrath
Date: 5/20/17
Re: Old Greenbelt Theatre
April 2017 Monthly Report

Dear City Council,

Attached please find our April financial report. The theater lost only \$1370 this month, a significant improvement over March. This is primarily because April is a normal 2 payroll-period month (instead of March's 3 payroll-periods). On the whole our films underperformed, but we had some grant money come in, which helped compensate for the lower box office totals.

These vagaries of the box office underscore what we already know – non-taxable revenue streams (memberships, donations, rentals, advertising, sponsorship) are the key to our sustainability. In order to dedicate time to these needs, I need to spend less time on daily operations and more time fostering sponsor/donor relationships and seeking new opportunities to grow more of these relationships. We can only achieve this when we have in place the staff to whom we can delegate most of the operational tasks. To this end, our two new hires (one replacing a full-time staff member moving to a limited part-time role and another taking on duties specifically related to the front of house) will start in May and June respectively. We look forward to having them fully functional in their new roles.

Our participation in the April 4 National Screening Day of the film *1984* attracted 300 patrons. We committed to donating a portion of our proceeds to organizations that promote free speech. The theater contributed \$300 each to ACLU and Electronic Frontier Foundation.

We offered 13 community events in April. Storytime on Screen (free, twice/month) continues to prove very popular. We partnered with the Rec. Dept. to provide a free film for campers (also open to the public) for the first day of Spring Break with 160 attendees. These events always prove to be very popular and we value this partnership highly.

Another 33 memberships (both new and renewing) were sold in April, bringing our total members to 1,113.

If you have any questions about any of this information, or any data that isn't provided here, please let me know. (Caitlin@greenbelttheatre.org, or 301-456-5076.)

Best wishes, Caitlin

Friends of Greenbelt Theatre

PROFIT AND LOSS

April 2017

	TOTAL	
	APR 2017	APR 2016 (PY)
INCOME		
5100 Contribution Income	494.25	
5110 Donations		
5111 Individual Donations	570.00	131.50
5114 Film/Series Sponsorship	3,550.00	
Total 5110 Donations	4,120.00	131.50
Total 5100 Contribution Income	4,614.25	131.50
5200 Earned Income		
5210 Box Office	13,718.00	19,854.00
5220 Sales - Concessions	4,736.00	7,467.50
5230 Merchandise	85.00	48.00
5240 Sales - Advertisement	520.00	1,000.00
5250 Sales - Membership	2,603.61	1,683.00
5251 Membership Renewals	755.00	
Total 5250 Sales - Membership	3,358.61	1,683.00
5260 Rental	2,975.00	1,075.00
5280 Interest Earned	1.74	0.48
Total 5200 Earned Income	25,394.35	31,127.98
Total Income	\$30,008.60	\$31,259.48
COST OF GOODS SOLD		
6000 Cost of Goods Sold		
6100 Concessions	1,635.75	2,246.41
6200 Film COGS	263.58	250.00
6210 Film Rental		
6220 Freight & delivery - COS		591.06
6230 Licensing/Distribution	7,268.03	8,089.70
Total 6200 Film COGS	7,531.61	8,930.76
6300 Taxes		
6310 Sales & Use Tax	353.66	396.02
Total 6300 Taxes	353.66	396.02
6400 Merchant/Credit Card Fees	451.03	425.42
6500 Subcontractors - COS	600.00	
6600 POS Fees		27.38
Total 6000 Cost of Goods Sold	10,572.05	12,025.99
Total Cost of Goods Sold	\$10,572.05	\$12,025.99
GROSS PROFIT	\$19,436.55	\$19,233.49
EXPENSES		
7000 Expenses		
7100 Administrative Expenses		
7110 Advertising	323.41	1,146.05
7130 Bank Charges	39.00	125.60

	TOTAL	
	APR 2017	APR 2016 (PY)
7140 Dues & Subscriptions		185.00
7160 Insurance		
7162 Insurance - Liability	322.91	305.55
Total 7160 Insurance	322.91	305.55
7170 Legal & Professional Fees		
7171 Accounting	500.00	700.00
7172 Legal Fees		92.00
7174 Charitable Donations	310.00	
Total 7170 Legal & Professional Fees	810.00	792.00
7180 General and Admin Expenses	294.17	
7181 Office Expenses	406.76	195.95
Total 7180 General and Admin Expenses	700.93	195.95
7230 Professional Development	-450.00	95.00
7240 Fundraising	160.00	706.19
Total 7100 Administrative Expenses	1,906.25	3,551.34
7300 Payroll Expenses		
7310 Wages	15,934.42	16,865.45
7320 Taxes	1,240.22	1,499.67
7330 Benefits & Insurance	508.97	250.00
7340 Payroll Service & Scheduling Fees	204.50	67.99
7350 Bonus	60.00	
Total 7300 Payroll Expenses	17,948.11	18,683.11
7600 Building		
7620 Utilities	909.49	2,548.51
7630 Cleaning	43.00	1,719.28
Total 7600 Building	952.49	4,267.79
Total 7000 Expenses	20,806.85	26,502.24
Total Expenses	\$20,806.85	\$26,502.24
NET OPERATING INCOME	\$ -1,370.30	\$ -7,268.75
NET INCOME	\$ -1,370.30	\$ -7,268.75

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

BOX OFFICE SUMMARY for 4/1/2017 to 4/30/2017

BOX OFFICE SALES

Film	Running Dates	Screenings	Days	Sold	Void	Total	Gross	% Admits	% Gross	Rk
The Zookeeper's Wife	3/31/2017 to 4/13/2017	30	13	807	0	807	\$6,017.00	37.52%	37.94%	1
Beauty and the Beast	4/21/2017 to 5/4/2017	25	10	586	0	586	\$4,220.50	27.24%	26.61%	2
Nineteen Eighty-Four	4/4/2017 to 4/4/2017	1	1	286	0	286	\$2,261.50	13.30%	14.26%	3
Mission Control	4/14/2017 to 4/20/2017	17	7	295	1	294	\$2,221.50	13.67%	14.01%	4
Artists Garden	4/9/2017 to 4/10/2017	2	2	65	0	65	\$503.00	3.02%	3.17%	5
Now, Voyager	4/20/2017 to 4/20/2017	1	1	47	0	47	\$347.50	2.19%	2.19%	6
Avril et le monde tr	4/22/2017 to 4/22/2017	1	1	29	0	29	\$179.00	1.35%	1.13%	7
The Navigator	4/8/2017 to 4/8/2017	1	1	18	0	18	\$114.50	0.84%	0.72%	8
Life, Animated	4/30/2017 to 4/30/2017	1	1	11	0	11	\$0.00	0.51%	0.00%	9
Philadelphia Story	4/3/2017 to 4/3/2017	1	1	0	0	0	\$0.00	0.00%	0.00%	10
Storytime	8/22/2016 to 6/26/2017	2	2	0	0	0	\$0.00	0.00%	0.00%	11
Trolls	4/17/2017 to 4/17/2017	1	1	9	0	9	\$0.00	0.42%	0.00%	12

Box Office Totals 2153 1 2152 \$15,864.50

	Total	Gross
Sales for Show Times Before 5:00 PM	652	\$4,225.00
Sales for Show Times Starting 5:00 PM	1500	\$11,639.50

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

BOX OFFICE SUMMARY for 4/1/2017 to 4/30/2017

BREAKDOWN BY TICKET TYPE

Type	Price	Sold	Void	Total	Gross	% Admits	% Gross
Adult	\$0.00	20	0	20	\$0.00	0.93%	0.00%
Adult	\$7.00	479	0	479	\$3,353.00	22.27%	21.14%
Adult	\$9.00	518	0	518	\$4,662.00	24.08%	29.40%
Comp	\$0.00	30	0	30	\$0.00	1.39%	0.00%
Kid (12 and Under)	\$6.00	27	0	27	\$162.00	1.26%	1.02%
Kid (12 and Under)	\$5.00	47	0	47	\$235.00	2.19%	1.48%
Member	\$6.50	500	1	499	\$3,243.50	23.20%	20.45%
Member - Kid	\$5.00	13	0	13	\$65.00	0.60%	0.41%
Member - Kid Comp	\$0.00	1	0	1	\$0.00	0.05%	0.00%
SeniorStudentMilitar	\$8.00	518	0	518	\$4,144.00	24.08%	26.13%

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

OPERATING SUMMARY BY MONTH from Saturday, April 01, 2017 to Sunday, April 30, 2017

Month	Total Attendance	Total Revenue	Concessions Revenue	Misc Revenue	Movie Revenue	Total Showings	Average Ticket Price	Per Capita Concession
April	2,152	\$24,997.50	\$6,173.00	\$2,960.00	\$15,864.50	83	\$7.37	\$2.87
Totals	2,152	\$24,997.50	\$6,173.00	\$2,960.00	\$15,864.50	83	\$7.37	\$2.87
Weekday	788	\$10,144.00	\$2,406.50	\$1,715.00	\$6,022.50	41	\$7.64	\$3.05
Weekend	1,364	\$14,853.50	\$3,766.50	\$1,245.00	\$9,842.00	42	\$7.22	\$2.76

FGT Community Events, April 2017

Date	Film Title	Category/Collaboration	Attendance
4/3/2017	The Philadelphia Story	Monday Matinee -- FREE	50
4/4/2017	1984	National Screening Day	300
4/7/2017	Hidden Figures	for GES 5th & 6th graders, rental	200
4/8/2017	The Navigator	Family Programming	18
4/9/2017	The Artists Garden	Stage on Screen	24
4/10/2017	The Artists Garden	Stage on Screen	41
4/10/2017	Storytime on Screen	Community Programming - Free	111 (68 children, 43 adults)
4/17/2017	Trolls	Spring Campers Movie - FREE - with Rec. Dept	160 (40 campers)
4/20/2017	Now, Voyager	Leading Ladies	47
4/21/2017	Beauty & the Beast	guest speaker	58
4/22/2017	April and the Extraordinary World	Family Programming	29
4/24/2017	Storytime on Screen	Community Programming - Free	148 (93 children, 55 adults)
4/30/2017	Life Animated	We the People Series - Free	49

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

ACTIVE MEMBERSHIP SUMMARY for Tuesday, May 02, 2017

Membership	Quantity
Actor - Family	1
Actor family	1
Adult	118
Couples	28
Director	3
Director - Family	3
Family	500
Family comp	18
Leading Actor	14
Producer	10
Senior	406
Senior Comp	2
Star	3
Student	4
Veteran	2
Total	1,113

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

MEMBERSHIP SALES SUMMARY from Saturday, April 01, 2017 to Sunday, April 30, 2017

Membership Type	Price	Quantity	Total Gross
Adult	\$50.00	5	\$250.00
Director - Family	\$750.00	1	\$500.00
Family	\$85.00	12	\$1,020.00
Senior	\$35.00	14	\$525.00
Senior Comp	\$0.00	1	\$0.00
Totals		33	\$2,295.00

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

GIFT CARD SALES SUMMARY from Saturday, April 01, 2017 to Sunday, April 30, 2017

Product	Quantity	Total Gross
\$20.00 Gift Card	2	\$40.00
\$25.00 Gift Card	3	\$75.00
\$50.00 Gift Card	1	\$50.00
Totals	6	\$165.00

COUNCIL ACTION REQUESTS (CAR) REPORT

as of May 26, 2017

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
2017						
17	Ms. Davis	4/5	Design and install interpretive panel at Dora Kennedy French Immersion school.		Megan/David	Megan is investigating fabrication.
16	Mr. Putens	4/5	Revise crime statistics for FY 2018 adopted budget.	6/5/17	Tom	Statistics generated. Will be incorporated in adopted budget.
12	Ms. Davis	2/27	Make sure voting information is included in new resident Welcome Packet.		Nicole/Bev	<i>Beverly is coordinating a packet update and will advertise a volunteer "stuffing event".</i>
9	M & C Meeting	2/13	Contact made with Jones family regarding petition on Lakeside North.		Nicole	Met on site @ 5/26/17.
5	M & C Meeting	1/23	Petition Action Item list on council agenda – as needed.		Cindy	
2016						
24	Work Session	12/19	Consideration of lower GAFC fees for city retirees during budget review.	5/30/17	Jeff	<i>Will allow – Jeff to update the fee schedule.</i>
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	<i>Jeff Williams to follow-up with the state.</i>
20	M & C Meeting	11/28	Consideration to amend Charter to require that person with highest number of votes in municipal election be selected Mayor.	3/30/17	David	
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/Legion Drive.	12/30/18	Celia	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
11	M & C Meeting	8/8	Request by Colin Byrd for anti-discrimination ordinance for LGBT community – prepare summary of current federal and state law.	10/30/16	John	City Policy under Council consideration. <i>Police officers sent to LGTBQ training and general orders updated in May 2017.*</i>
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	6/30/17	David	Referred @ 7/22/16. Deadline changed to 6/30/17 due to CRAB workload on police/community relations.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Tom	<i>PSAC has been meeting monthly.</i>
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	All referrals received. Public Works is finalizing a timeframe to present to Council. <i>While a schedule for council had been anticipated this week, the policy was returned to Green ACES given volume of comments.</i>
2015						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Celia	
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Celia	<i>Planning draft completed week of May 19; circulating to other departments for review.</i>
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	PSAC has made recommendations.
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Celia	Underway.

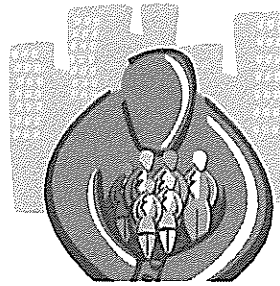
NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Celia/Jim S.	Reviewed with BARC on 7/18/16.
15	M & C Meeting	6/22	Provide Council with list of property acquisitions and available land.	9/30/15	Celia	List and map provided in May 19, 2017 Manager's Report. *
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing “fire sirens” for emergency alerts.	12/30/15	Mary/Tom	Reminded staff liaisons 9/15/16.
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
2014						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Mike/Celia	Parking Enforcement moved to Police 7/1/16. Under consideration by City Manager May 2017.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	Amendments being worked on. Staff report prepared. Council work session will be scheduled.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Mike	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	John	
2013						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Celia	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2011						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Jim	Checking power availability at 11 - 13 Courts. <i>Public Works is surveying residents on potential lighting options (week of May 19, 2017).</i>
2010						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	John	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
28	Work Session	6/9	Draft legislation to implement new planning authority (CB-16).	9/30/10	John	County legislation approved 5/3/11. Planning Director checking with College Park and Bowie on usage of authority.
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor's authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.

CITY NOTES

Greenbelt CARES

Week Ending May 26



Sharon Johnson, GAIL Case Manager, participated in a workshop, 'When Not To Drive', sponsored by Johns Hopkins University Montgomery County Campus. The workshop focused on the effects of aging eyes on the ability to drive and possible options for keeping one's keys including working with available resources including a Certified Driving Rehab Specialist.

Sharon also participated in an Annual Active Aging Expo where she met and connected with community partners who offer programs and services that will benefit the residents of Greenbelt, including the Prevention of Blindness Society of the Metro Area and their Eyeglasses Program, and the Maryland State Library for the Blind and Physically Handicapped and their library delivery services.

Greenbelt CARES hosted an evening Grief Counseling Sessions during the month of May to address the recent losses in Greenbelt due to death by suicide. The sessions were well attended and included the family and friends of those lost. The group members discussed topics such as "how do I identify someone that might be suicidal", "is it okay to ask someone if they're considering taking their life", the stages of grief and signs and symptoms of depression.

Darren Stephenson participated in the Celebration of Spring on Saturday, May 20 at the Springhill Lake Recreation Center. He disseminated information on Stress, Anger Management, Conflict Resolution, Self-esteem, jobs and community resources. He also shared the programs and services available at CARES.

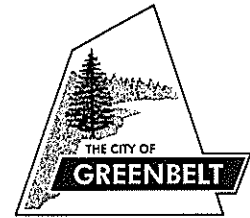
Darren Stephenson attended the Expungement Fair at Suitland High School on May 20. This event was sponsored by the Alpha Kappa Alpha Sorority, Inc. There were remarks from State Senator C. Anthony Muse and State Delegate Darryl Barnes, Attorney Consultations and Case Expungement sessions, Employment and Community resources available.

Judye Hering has begun publicizing three summer programs: ESOL, GED and after-summer school tutoring. All programs will be held at the Springhill Lake Recreation Center Clubhouse and will begin on Monday, July 3.

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, May 26, 2017



The following items highlight the various activities of the staff of Planning and Community Development for the past week.

CODE ENFORCEMENT

Commercial Properties: CO-OP was annually inspected; and
Roosevelt Center, Hanover Office Park and 7900 Good Luck Road
were re-inspected.

Rental Property: Twelve rentals were annually inspected; and
Four rentals were re-inspected.

Complaints: Five complaints were logged regarding tall grass, water leak in
kitchen, mold on ceiling, fence falling apart, and no AC.

Windshields: Greenbrook Drive and Bird Lane were observed.

Permits: Three permits were approved and issued.

Animal Control: Two bunnies, one cat, and one dog were surrendered by owners;
One stray cat was impounded;
Investigated one cruelty case;
One injured bird was transported to rehab; and
Two cats and one dog were adopted.

Meetings: Staff Attended:

City Council meeting on various planning projects;
Greenbelt Lake Dam valve exercise test; and
Greenbelt Station South Core town hall.

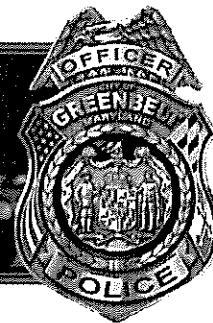
Staff Met With:

Assistant City Manager and recreation staff to discuss POS annual
program;
Woodlawn Development Team and discussed issues of the
Greenbelt Station town hall meeting;
City Manager and staff to discuss Greenbelt Lake Dam project;
and
Erin from Public Works to coordinate bike facility implementation.

Planning Projects: *Worked on gateway sign project and prepared City Council agenda materials;*
Worked on Program Open Space reimbursement request for Community Center HVAC project;
Prepared and submitted MDOT Bikeways grant application for bike share program;
Worked on Program Open Space annual program;
Reviewed county legislation;
Prepared meeting materials and reviewed items for upcoming council meeting;
Project management for the Buddy Attick Park Green Redesign Project;
Continued application of bikeways grant for Hanover Parkway;
and
Greenbelt Lake Dam project management.

Other Items of Interest: *Staff member attended District Court in Hyattsville regarding issued municipal infraction.*

GREENBELT POLICE DEPARTMENT



CRIME REPORT

MAY 24, 2017

This activity report is provided as a public service to the community. It is intended to give an overview of the criminal activity within Greenbelt and is not a complete listing of all events and crime reported to the Greenbelt Police Department. The Weekly Activity Report is also available online at:

www.greenbeltmd.gov/police

The Greenbelt Police Department and Crime Solvers are offering a reward of up to \$1,000 for information leading to the arrest and conviction of the person(s) responsible for any of the unsolved crimes reported in this report. Call **1-866-411-TIPS** to report any information you may have. You can remain anonymous.

Additionally, you can anonymously report suspected drug activity in your neighborhood by calling our Drug Tip Line: 240-542-2145.

CENTER CITY

05/19 11:31 A.M.	Area of Greenbelt Road and Southway. Vehicle fire. Officers responded to a report of a vehicle fire, with a subject described only as a black male running from the scene. As of this date the vehicle, a 2011 Buick Regal 4-door, has not been reported stolen.
05/22 10:00 A.M.	Area of Greenway and Crescent Road. Vandalism. Unknown person(s) broke a light cover and painted over another light cover at the underpass walkway.
05/25 4:30 P.M.	Area of Greenbelt Road and #495. Assault. The victim advised that she was walking on Greenbelt Road under the Beltway overpass when the suspect approached her and punched her in the side of the face, then ran from the area. The suspect is described as a black male, 6', with a medium build, wearing a black hooded sweatshirt, black jeans and a black hat. The victim was transported to Doctor's Community Hospital for treatment of minor injuries.

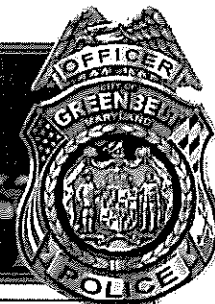
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

05/19 8:30 A.M.	5800 block Cherrywood Terrace. Vandalism. Unknown person(s) broke out a bedroom window of a residence.
--------------------	--



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



05/20 2:25 P.M.	6100 block of Breezewood Court. Trespass arrest. Derick Devon Foster, 22, of Laurel, MD was arrested and charged with Trespass after he was found on the grounds of Franklin Park Apartments after he had been banned from the complex by agents of the property. The suspect was released on citation pending trial.
05/21 12:25 A.M.	Area of Edmonston Terrace and Breezewood Court. Assault. The victim, an Uber driver, advised that he picked up a fare in the 4000 block of Warner Avenue, Landover, MD. After driving the suspect to the area of Edmonston Terrace and Breezewood Court they became involved in verbal dispute. The suspect then punched the driver in the face and fled the scene on foot. The victim refused treatment for minor facial injuries. The suspect is described as a black male 25 to 28 years of age, 5'6", 200 pounds, with short black hair and wearing all black clothing.
05/21 3:24 P.M.	6000 block Greenbelt Road. Trespass arrest. Jakhoi Jahmil Hodge, 23, of Capitol Heights, MD was arrested and charged with Trespass after he was found on the grounds of Beltway Plaza after having been banned from mall by agents of the property. The suspect was released on citation pending trial.
05/21 5:30 P.M.	6000 block Greenbelt Road. Counterfeit money. A subject attempted to pay for merchandise at the Home Pretzel store at Beltway Plaza with a counterfeit bill. The suspect is described as a black male, no further.
05/22 9:00 A.M.	5200 block Streambank Lane. Theft. Building materials were taken from a construction site.
05/22 5:00 P.M.	6200 block Springhill Court. Burglary. Unknown person(s) used unknown means to enter the residence. Several pairs of shoes were taken.
05/23 11:40 P.M.	5500 block Cherrywood Lane. Possession of cocaine with intent to distribute arrest. Julio Cesar Solano, 29, of Adelphi, MD was arrested and charged with Possession of Cocaine with Intent to Distribute, Possession of Cocaine, Possession of a Controlled Dangerous Substance and Possession of Paraphernalia after he was stopped for a traffic violation. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner and for service for an open arrest warrant.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



GREEN BELT EAST/GREENWAY SHOPPING CENTER

05/18 10:16 P.M.	7700 block Hanover Parkway. Assault. The victim advised that he was walking towards a residence when he observed the four suspects sitting on the curb. The suspects then began to follow him, at one point surrounding the victim. One of the suspects then punched the victim in the face and all four suspects fled the area on foot. The victim refused treatment for a minor injury. The suspects are described as a black male 16 to 18 years of age, wearing black pants and a white shirt; a black male 16 to 18 years of age, wearing shorts and a backpack; a black male 16 to 18 years of age, wearing shorts and a backpack and a black female wearing shorts and sandals.
05/19 7:10 P.M.	7200 block Hanover Drive. Counterfeit money. A food delivery person received counterfeit money after delivering food to the suspect at the Holiday Inn. The suspect is described as a black male, 5'11", 150 pounds, no further.
05/20 2:12 A.M.	7500 block Greenbelt Road. DWI/DUI arrest. Simeon Christ Norfleet, 36, of Berwyn Heights, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of a traffic accident. The suspect was released on citations pending trial.
05/22 8:00 A.M.	7500 block Greenway Center Drive. Theft. Money and an unattended laptop computer were taken from a medical office.
05/22 4:00 P.M.	7500 block Greenway Center Drive. Theft. A wallet was taken from a locker at a medical office. Someone later attempted to use a credit card in the wallet to make a purchase.

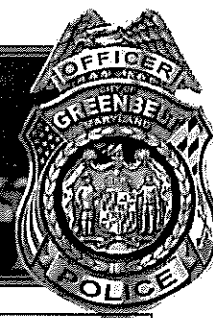
Automotive Crime - City Wide

05/17	9100 block Springhill Lane. Vandalism to auto. Two tires were slashed on a vehicle.
05/19	2 court Southway. Theft from vehicle. Unknown person(s) broke out the passenger side window and removed the handicap placard.
05/19	6600 block Lake Park Drive. Vandalism to auto. Unknown person(s) broke out the front passenger side window
05/19	6600 block Lake Park Drive. Vandalism to auto. Unknown person(s) broke out the rear windshield of a vehicle.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



05/19	5900 block Greenbelt Road. Vandalism to auto. The victim stated that he observed the suspect kick the body of his vehicle, damaging it. The suspect, described as a black male in his mid 20's, 5'7" to 5'8", with a thin build, wearing a white cut off shirt, blue shorts and a black hat, then rode away from the scene on a bicycle.
05/19	9100 block Springhill Lane. Recovered stolen vehicle. A 2006 Toyota Sienna van, reported stolen to the Montgomery County Police Department. No arrests.
05/19	Area of South Ora Court and Ora Glen Drive. Vandalism to auto. The victim Advised that she was stopped at the traffic light when the suspect, described as a black female in her 30's, with should length hair in braids, exited her vehicle approached the victim's vehicle and began yelling at her. The suspect then went back to her vehicle, retrieved a hammer and began to strike the victim's car, breaking the front windshield. The suspect then fled the scene in her vehicle described only as a white car, no further.
05/19	5800 block Cherrywood Terrace. Vandalism to auto. A tire was punctured on a vehicle.
05/20	6000 block Greenbelt Road. Theft from auto. The driver's side mirror was taken from a vehicle.
05/20	6200 block Springhill Drive. Stolen vehicle. A 2001 Ford Econoline van. The vehicle was recovered the next day by the owner in the 4900 block of Naples Avenue, Beltsville, MD.
05/22	14 court Ridge Road. Theft from auto. A GPS unit and an eBook reader were taken from a vehicle.
05/23	7800 block Hanover Parkway. Vandalism to auto. The front windshield of a vehicle was broken.
05/23	6000 block Greenbelt Road. Attempt theft from auto. Unknown person(s) broke out the driver's side window. The vehicle was rummaged through, but nothing appeared to have been taken.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF MAY 24, 2017

The following list is comprised of the actual numbers of offenses reported during the week. Not all reports are included as narratives, only incidents of interest, unusual or public safety related items are included.

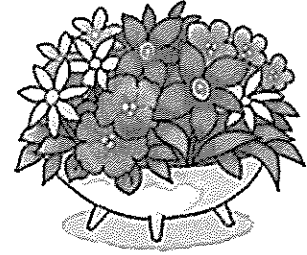
<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Sex Offense	1	Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	
Attempt Strong Armed Robbery		Missing Person	
Burglary	1	Fraud	1
Attempt Burglary		Death Report (Medical-related)	1
Assault (One neighbor/neighbor)	4	Alcohol Violation	
Domestic	1	False Report	
Drugs		Identity Theft	1
DUI/DWI	1	Field op (suspicious person)	4
Theft	6	Notification for other agency	
Vandalism	2	Child in Need of Supervision	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass	2	Recovered Stolen Vehicles	2
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	3
Credit Card Offense		Attempt Theft From Vehicles	1
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money	2	Vandalism to Vehicles	7
Suspicious Person	2	Accidents	10



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works

Week Ending May 26, 2017



ADMINISTRATION

- Attended the department head's meeting.
- Inspected the water line replacement on Maplewood Court.
- Attended the inspection of the 24" gate valve exercise at the Greenbelt Dam.
- Attended meeting to discuss RFP documents for the new Buddy Attick Park restoration project.
- Met with the Planning Department regarding the Buddy Attick Park parking lot construction project.
- Visited the Greenbelt Gardens with the Refuse & Recycling supervisor to review member trash pickup.
- Interviewed candidates for Public Works Maintenance Worker positions.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Put out Farmer's Market barrels.
- Put up Pet Expo banners.
- Cleaned storm drains in Historic Greenbelt twice because of rain storms.
- Put down dirt, grass sod and straw after stump removal on Lakecrest Drive.
- Pushed debris at the Northway Fields compost site.

FACILITY MAINTENANCE

- Finished the Dark Room conversion project at the Community Center.
- Continued with the HVAC project at the Municipal Building.

HORTICULTURE/PARKS

- Cut grass throughout the city.
- Installed a split rail fence at the playgrounds at 38 Court Ridge and Stream Valley Park.
- Installed new boards on two picnic tables for the outdoor pool.
- Took down the orange fence at the Braden Field baseball field which had been shut down to allow for the newly installed sod to take.
- Mulched and planted annuals in landscape beds.
- Chipped branches throughout the city.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 30.49 tons of refuse and 13.44 tons of recyclable material.
- Continued working on Sustainable Maryland Certified.
- Attended the Green ACES/Team meeting.
- Updated the Green Volunteer Opportunities link and added weed warriors/water quality monitoring to the city website calendar.

REFUSE/RECYCLING/SUSTAINABILITY (CONT'D)

- Submitted a climate change article to the *News Review* and posted on Patch.
- Erin Josephitis, Connor Roessler and Bev Palau finished filming the cigarette litter prevention outreach video.
- Met with Jessica Bellah of Planning to review the Pedestrian & Bicyclist Master Plan.
- Attended the ACT meeting and the Zero Waste Committee of the Environmental Action Committee meeting.
- Delivered bags of soil for elevated garden beds to Green Ridge House.

FLEET MAINTENANCE

- Performed a PM and repaired the air bag on Police unit #815.
- Repaired the air conditioning system on Police unit #834.
- Serviced the transmission and installed a tire on Police unit #821.
- Installed a door handle on back hoe #127 because the door was stuck closed due to a failed latch and handle.
- Performed PM on Police unit #839 – repaired an air conditioning issue, recharged the unit, checked for leaks and found no leaks. Replaced front and rear brakes because the pads were low and the rotors were worn below spec.
- Worked on an overheating issue on Police Unit #812 - Replaced the thermostat and bled the cooling system, scanned the ECU and found a fault for a thermostat. Also, replaced the rear tires as they were bald.
- Repaired the rear tire on pick-up #459.
- Replaced broken wheel studs on Police unit #829.
- Installed a new hydraulic pump and clutch on bucket truck #147.

Greenbelt Recreation Department

Weekly Report

Week Ending May 26, 2017

ADMINISTRATION:

- Assistant Director of Programs attended the department head meeting.
- Senior staff attended several of the May 20 activities to include the Adaptive Kayaking, Public Works Open-House and the Celebration of Spring. All events were well attended and fun was had by all – kudo's to organizers.
- Director received official notification that the LMCTC's initiative will continue, but under a new name. Moving forward, our region will be referring to municipalities formally engaged in LMCTC as the Region III Childhood Obesity Taskforce (COT). US Department of Health & Human Services' Secretary Price has announced childhood obesity as one of his top priorities for the department.
- Staff will be attending the 8th Annual Maryland Workplace Health and Wellness Symposium in Baltimore, Maryland on June 2. During the event, the City will be receiving a bronze medal status for Healthiest Maryland Businesses.
- Summer is here! The Outdoor Pool opens this weekend and summer memberships are available by visiting the Aquatic and Fitness Center.
- Staff finalized, advertised and distributed bid solicitation for white coat work at the indoor pool.
- Met with Assistant Director of Planning and Assistant City Manager to review Program Open Space projects and proposed FY 2018 program.
- Work on the Recreation and Park Facilities Master Plan continued. Notices were sent to community groups, stakeholders and Advisory Board/Committee members. Community Open Meetings have been scheduled in the evening on June 19, 20 and 21. Please visit the city's website for further information.
- Met with Aquatic and Fitness Center staff to review various items related to operations and programming at the facility.
- Prepared and forwarded information to City Clerk for the June 5 regular council meeting.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS/GREENBELT KIDS:

- Registration for summer classes continued with non-resident registration beginning May 22, 2017.
- Registration for summer camps continued on a space available basis.
- Attended the Labor Day Festival Committee meeting.
- Full-time camp staff continued to prepare for the 2017 camp season with a focus on staff orientation and training plans, supply orders and new programming implementation for our camps.
- Continued to collaborate with Human Resources to implement a new process for Child Protective Services background checks.
- Spring classes finish up this week with a couple of exceptions due to inclement weather.
- Plans are being finalized for the Annual Greenbelt Day Weekend Celebration, June 2-4. Greenbelt celebrates its 80th anniversary this year! Our Skate Park will celebrate its 10th anniversary with a special event on Saturday, June 3 from 11am-1pm.
- Moms' Morning Out Preschool program passed the annual inspection with flying colors and received kudos from MSDE.
- Our preschool program celebrated with 18 graduates and their families at the annual graduation ceremony.
- Park Rangers will be visiting Greenbelts' Parks this Memorial Day weekend, informing our patrons about park rules and upcoming programs.
- Eleanor Roosevelt High School graduating seniors will celebrate "Grad Night" at the YC and GAFC on Monday, June 5. Plans are moving forward for the celebration of our 2017 Roosevelt graduates.

AQUATIC AND FITNESS CENTER:

- EZ Rehab Solutions Therapy met on Tuesday and Thursday.
- Special Olympics Swim Group reserved two lanes on Sunday, May 21 from 2:00pm-4:00pm.

- Three private swim lesson requests were received and entered into the database for swim instructor(s) match.
- Swim Instructor(s) provided a total of 13 private swim lessons and 5 personal training sessions (Fri.-Thurs.).
- Children's Homeschool Swim Lesson make-up session scheduled for Friday, May 26.
- Rollback 1991 Daily Admission all day Thursday during regular facility hours -6 am – 10 pm.
- Ongoing summer membership registrations and renewals.
- Outdoor pool opening for 2017 Summer Season on Saturday, May 27 at 10 am.
- Chalk It On, sidewalk art contest scheduled for Saturday, May 27 from 11am to 1pm, on the outdoor pool deck.
- GMST Open House and swimsuit sizing held in the observation area at GAFC on Tuesday.
- GAFC Memorial Day Hours: Indoor Pool and Fitness Wing, 8:00am-8:00pm; and Outdoor Pool, 10:00am-8:00pm.

ARTS:

- Spring quarterly classes are ending this week. Registration is ongoing for summer classes and the fall class schedule is in development.
- Renovation of the former darkroom space at the Community Center is in progress. The drop ceiling and old lighting fixtures have been removed, along with some plumbing and the interior doors. The space is being converted to a glazing room to accommodate the needs of the ceramics program.
- Contracts are being prepared for 2017-2018 artists' residencies at the Greenbelt Community Center. One new artist – Greenbelter Lynn Perlik – will be joining the program next week.
- Preparations are underway for an Artful Afternoon on June 4.
- Currently on view through June 10 in the Greenbelt Community Center Art Gallery - *Vision Quest: Paintings and Collage by Janet Mathias*. On view in the Community Center hall through June 4: GES and GMS student artwork. Staff will be working with all Creative Kids Camp participants on a collaborative installation in the art gallery which will evolve as the summer progresses.
- Ongoing tasks include: collecting and editing content for a new volunteer opportunities brochure; processing of Art and Craft Fair applications; program marketing; participation in a department-wide review and update of part-time staff evaluation procedures.

COMMUNITY CENTER:

- The Spring/Summer Center Leader meeting was held Wednesday evening with 19 staff present. Training on Blood borne Pathogens along with policy and procedures were reviewed.
- Three Center Leaders were hired which will fill the schedule. Their training began this week.
- Logistics were managed with PW for floor maintenance on Friday and over the weekend.
- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 223 inquiries since April 2015. There are currently seven food operations who received all permits and may rent the Kitchen.
- The facility hosted an American Red Cross Blood Drive.
- There were 4 facility reservations processed.
- There were 4 private rentals and 13 pattern rentals.
- The following groups received free space: Greenbelt Concert Band, Golden Age Club, Girl Scout Troop #23007, Real Men Care, Inc., Green ACES, CCRIC and Greenbelt Astronomy.
- The following City groups received space: Be Happy, Be Healthy Volleyball, Yoga & Line Dancing, City Council and Planning & Community Development.

THERAPUETIC RECREATION:

- The Kayaking Experience on May 20 went extremely well. Twenty-three individuals were able to experience paddling on Buddy Attick Lake. Many requested that this be offered again. Staff is working on future possibilities.
- The summer inclusion staff met on Wednesday morning to discuss roles, positions, and kids with special needs. Staff will assist in making phone calls to parents next week and scheduling pre-camp assessments.
- Full-time TR Staff has been making phone calls to parents of new campers with special needs. Pre-camp assessments are being set up.
- Thirty-eight seniors travelled to DC on Thursday to visit the African American Museum. The trip went very well and the participants were amazed at the exhibits. Many requested to return.